

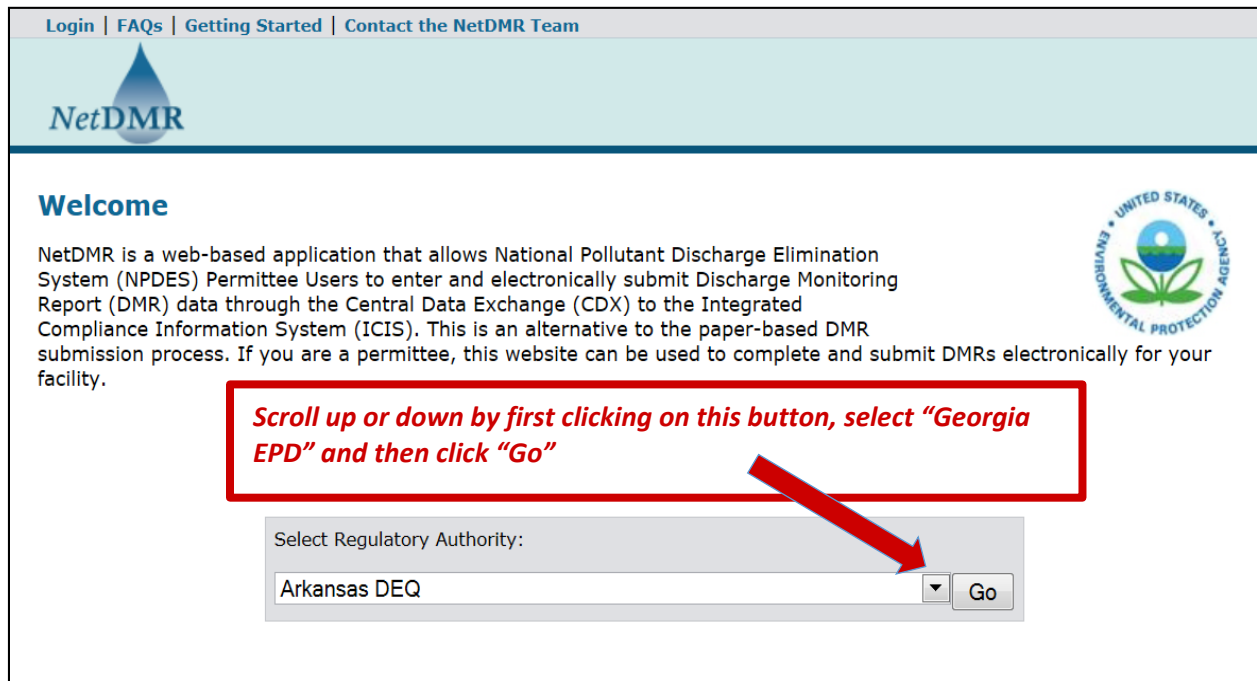
NetDMR Account Creation

To create a NetDMR account you'll need a connection to the internet, a web browser, and an email account you can access either from a web browser or the email program you normally use at your office.

First, launch your web browser (for this video we're using Internet Explorer), then click in the address bar, usually it's here in upper left corner of the browser window. When you click in the address bar, make sure any existing text is highlighted. Then, type the following website address exactly as you see here:

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>. Note the word 'test' in the address – for all training videos we're going to be working in a test environment, so you can learn the NetDMR system here before working on the live site. They look and function exactly the same way, but the word 'Test' in the web address lets you know which one you're using.

Click Enter, and you'll arrive at the page shown below. Here you have to select the appropriate Regulatory Authority. These training videos are being created for the Georgia EPD, so we'll chose them. Click the down arrow next to the Go button – Select, then click Go.



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NetDMR

Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.

Scroll up or down by first clicking on this button, select "Georgia EPD" and then click "Go"


Select Regulatory Authority:

Arkansas DEQ

This takes you to the NetDMR login page seen below. You can't login without first creating an account, so let's go through the process.

There are two links on this page that will guide you through your Account Creation. You can either click 'Register for a New Account' or 'Create a NetDMR Account' – they'll both take you to the same place. Choose one of them and click it to go to the account creation page.

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Welcome



Welcome to the Georgia Environmental Protection Division installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#)
- ▶ If you have any questions about NetDMR, please contact michael.basmajian@dnr.state.ga.us.

News

- There are no news items



Login to NetDMR

User Name

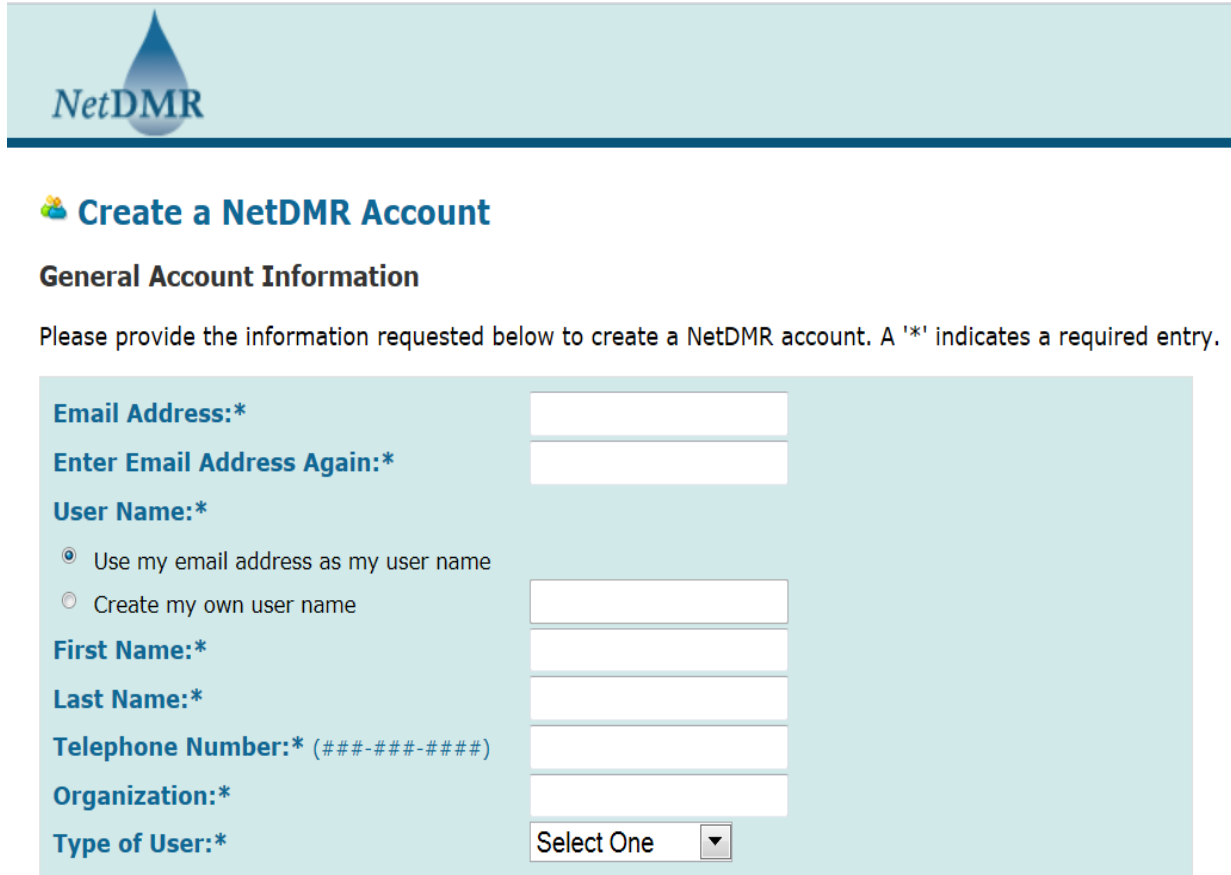
Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

The first section of the NetDMR account creation page looks like this:



The screenshot shows the NetDMR logo at the top left. Below it is the heading 'Create a NetDMR Account' with a small icon. Underneath is the section 'General Account Information'. A note states: 'Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.' The form fields are as follows:

- Email Address:*** [Text Input]
- Enter Email Address Again:*** [Text Input]
- User Name:***
 - ☒ Use my email address as my user name
 - ☐ Create my own user name [Text Input]
- First Name:*** [Text Input]
- Last Name:*** [Text Input]
- Telephone Number:*** (###-###-####) [Text Input]
- Organization:*** [Text Input]
- Type of User:*** [Dropdown Menu: Select One ▼]

Here you will need to begin filling in the requested information - the asterisk means the data is required. When you come to the phone number, make sure to use hyphens like in the example pattern.

Fill in this first section of information, then stop when you reach 'Type of User'. User types are explained in more detail in the next section.

User Types

The Type of User is a very important component of the account profile you're building. The User Type you select here is going to determine what information you'll be able to see and what functions NetDMR will let you use.

Click the down arrow here, and you'll see that there are three User Types to select from: Permittee, Internal, and Data Provider

- Permittee Users can view DMRs, enter and modify information, and also sign and submit the DMR.

- And Internal User is someone who works for or supports EPD or EPA and therefore needs to be able to see DMRs that have been submitted.
- Data Providers are usually employed with testing labs or consulting firms and are also responsible, like Permittee Users, for filling in a DMR's information. But, unlike the Permittee User, the Data Provider does not have the authority to sign off on a DMR and they can't submit them to EPA.

Decide which kind of User you are and make sure it's selected. MOST people using NetDMR will be Permittee Users, so unless stated otherwise, all of the training material is made with a Permittee User test account.

Security Questions

Next, you'll need to choose and answer 5 separate security questions. Please note that the site won't allow duplicate answers. Also, the answers you provide are case-sensitive. When you've finished, click the Submit Button.

A confirmation page will appear showing your information in light gray. Look over your information carefully and if changes are needed, just click the 'Cancel' button, fix the information, and then click 'Submit' again.

General Account Information

Email Address:	<input type="text" value="mcdowell@cviog.uga.edu"/>
User Name:	
<input checked="" type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name	<input type="text" value="mcdowell@cviog.uga.edu"/>
First Name:	<input type="text" value="Robin"/>
Last Name:	<input type="text" value="McDowell"/>
Telephone Number:	<input type="text" value="706-542-6271"/>
Organization:	<input type="text" value="University of Georgia"/>
Type of User:	<input type="text" value="Permittee User"/>


Selected Security Questions

Question 1	
What was your first pet's name? ▾	<input type="text" value="Duncan"/>
Question 2	
What is your favorite color? ▾	<input type="text" value="Green"/>
Question 3	
What is the name of the street where you grew up? ▾	<input type="text" value="Murdstone"/>
Question 4	
What is your favorite city? ▾	<input type="text" value="Pittsburgh"/>
Question 5	
Who was your childhood hero? ▾	<input type="text" value="Captain Kirk"/>

When everything looks good, click 'Verify'.

You'll come to the page below, which tells you that your request to open a NetDMR account has been received and that you should look for an email from EPA. Make sure you get the mail, because you can't finish creating your Account without it.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



Check your email for a message that has the web link in it! The email will come from "netdmr-notification@epa.gov"

Confirm NetDMR Account Request

Thank you, @yahoo.com. Your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

Thank you.

NetDMR Support

OK

Activating the Account

Go to the email account that you used when creating your NetDMR account. Open the email from EPA, click the link, and you'll be sent to this page. Answer one of your security questions and then choose a password for your NetDMR account.



Complete NetDMR Account Creation Process

Hello @yahoo.com. To finish creating your NetDMR account, provide a response to the security question and create a password for your account. Password must be between 8 and 20 characters containing letters and at least one number. Special characters other than ! @ # \$ ^ & * + = may not be used.

What is the name of the high school you attended?	<input type="text"/>	(Answers are case-sensitive)
Create Password:	<input type="password"/>	(Case sensitive, 8-20 characters, include letters and numbers)
Enter Password Again:	<input type="password"/>	

Submit

Cancel

A few things are required for this password: it needs to be between 8 and 20 characters long, it's case-sensitive, and must include both letters and numbers. Also, the password can't contain special characters like the slash, asterisk, or dollar sign. Pick a password that makes absolutely no sense to anyone but you. Type it again, then click Submit. After clicking Submit, you'll be getting a second email from EPA confirming the creation of your NetDMR account. This one, though, is just confirmation, you won't need to click any links. And with that, your NetDMR User Account has been created, and you're ready to login and go to work. Click the link provided on the account creation confirmation page to go to the login screen or you may always use the NetDMR test web address to get back to the login screen. That address again is:
<https://netdmrtest.epacdx.net>

To see how the Account Creation process works, feel free to view the *NetDMR Account Creation* video.